



Development Director Job Description

The Florida Trust for Historic Preservation is a charitable nonprofit with a mission to promote the preservation and the inclusive sharing of the diverse architectural, historical and archaeological heritage of Florida.

Our Values

Member Focused
Trusted
Community Oriented
Inspiring
Inclusive

Position Description

This role will be a key member of the Florida Trust leadership team and pivotal in supporting our Connect strategic pillar. The Development Director is responsible for stewarding the organization's development program working to attract, engage and retain donors with a strong focus on goal setting and creating clear, measurable metrics to gauge success. The successful candidate will create, manage and implement a robust organizational development strategy, including stakeholder analysis and communication planning. The role will oversee the Relationship Coordinator staff member, who is the primary point of contact for membership, and will ultimately be responsible for management of the organization's membership platform and serving as the lead in growing membership.

Job Responsibilities

Financial Security (70% of time)

- Create year round giving strategy and execute strategies and tactics.
- Lead researching and prospecting for grant funding opportunities for the organization. Lead grant writing and management.
- Focus on growing and promoting planned giving program.
- Help plan and manage fundraising events.
- Support CEO in major donor and stakeholder outreach and engagement.
- Manage all stewardship and individual giving correspondence including appeals, year-end giving campaigns and donor updates.





Connect (20% of time)

- Share the Florida Trust mission and its stories through managing messaging across platforms.
- Clearly define membership levels, and incentives for each, set communication cadence across all membership levels.
- Assure growth of membership with clear communications, utilizing metrics and providing timely reporting.

Organizational Excellence (10% of time)

- Manage Relationship Coordinator.
- Prepare reports, assist with program budgeting, lead presentations for Board of Directors.

Position Requirements

- Bachelor's Degree in business, marketing, communications or related
- Five to ten years of professional experience.
- Meaningful experience in organizational fundraising, excellent communicator, understanding of philanthropy and nonprofit sector.
- Demonstrable record of building and developing a fundraising infrastructure and strategy.
- Proven track record of closing five-figure gifts.
- Self motivated with strong organizational and time management skills, including an ability to prioritize and effectively manage multiple tasks in a fast-paced work environment.
- The ideal candidate will have an understanding and experience in historic preservation and working within a nonprofit environment.
- Strong communicator with ability to use storytelling to drive action.
- Committed to equity, diversity and inclusion.
- Excellent writing and editing skills with an eye for details.
- Technical skills: Proficiency with Microsoft Office, experience with membership platforms/donor databases a plus.

Position Details

- Job type: Full time, salaried, health and dental insurance, 401(k) with company match, PTO
- Salary: \$58,000 to \$63,000
- Reporting to CEO & President



FLORIDA TRUST FOR HISTORIC PRESERVATION



- Schedule: Monday to Friday, with some travel/events during evenings and weekends
- Location: In-office position at the Florida Trust House in Tallahassee

The Florida Trust is an equal opportunity employer committed to racial justice, equity and an inclusive workplace.

To Apply

Applications should be sent to dkirkpatrick@floridatrust.org. To be considered, please include:

- Resume
- Cover letter
- Three professional references (applicants will be notified before references are contacted)
- Two writing samples that best showcase writing and communication skills
- One example of fundraising, development work

